

**Date:** August/September 2013

**To:** All Licensed Childcare and Preschool Programs

**From:** Barbara Ludwig, Immunization Program Manager  
Nebraska Department of Health & Human Services

**Subject:** **2013 Immunization Reports**

It's time to report immunization levels of the children in your care. If you received this letter, you are listed as a licensed childcare or preschool program with the State of Nebraska and State **Law requires** you to report immunization levels of the children in your care to the State Immunization Program. Please follow the enclosed instructions and **return** your material to the address listed on the reporting form by **November 1, 2013**.

**EVERYONE must return the form EVEN if you ARE NOT watching children at this time.** Simply state on the form (page with large box) that you are not caring for children at this time and return the form to our office. (address on the bottom of that page) If you have 10 pages or less you may fax to 402-471-6426 **Please make sure your name, the name of your facility, address and phone is on your form.** We have so many similar names. We want to make sure you are credited properly. PLEASE USE NAME ON FORMS AS IT IS ON LETTER YOU RECEIVED IN THE MAIL. Your business name as it appears on your license.

- 1) Immunization reporting form and info can be found by GOOGLE search: Type; **Nebraska immunizations**, click on **Ne. Immunization HOME PAGE**, Left side locate **DAYCARE**, Scroll down page to find **2013 Reporting Packet**
- 2)
- 3) **Enclosed you will find:**
- 4) Instruction sheet explaining how to report the immunization levels of children in your care
- 5) Childhood Immunization Charts that outlines the minimum immunization requirements for children
- 6) Vaccine reference sheet for your information. These are little shortcut names for vaccines
- 7) Forms for reporting Chicken Pox disease, medical and religious refusal
- 8) Sections 1 and 2 Reporting Forms that must be completed and returned to the State:

IMMUNIZATION PROGRAM PO BOX 95026 LINCOLN, NE. 68509-5026

You need to report immunization levels of children that are enrolled in your program at the present time or as of Sept 30. Children attending school (Kindergarten and up) **do not** need to be reported because their records will be retrieved from the school they attend, but you still need to keep their immunization records in your files.

Thank you for your continued cooperation regarding the health of Nebraska's children and families. We appreciate all the time you put forth to this effort.

Please feel free to contact the Immunization Department at 402-471-6423 or [louayne.hoback@nebraska.gov](mailto:louayne.hoback@nebraska.gov) if you have any questions.